

The Maryland-National Capital Park and Planning Commission  
Department of Parks and Recreation, Prince George's County

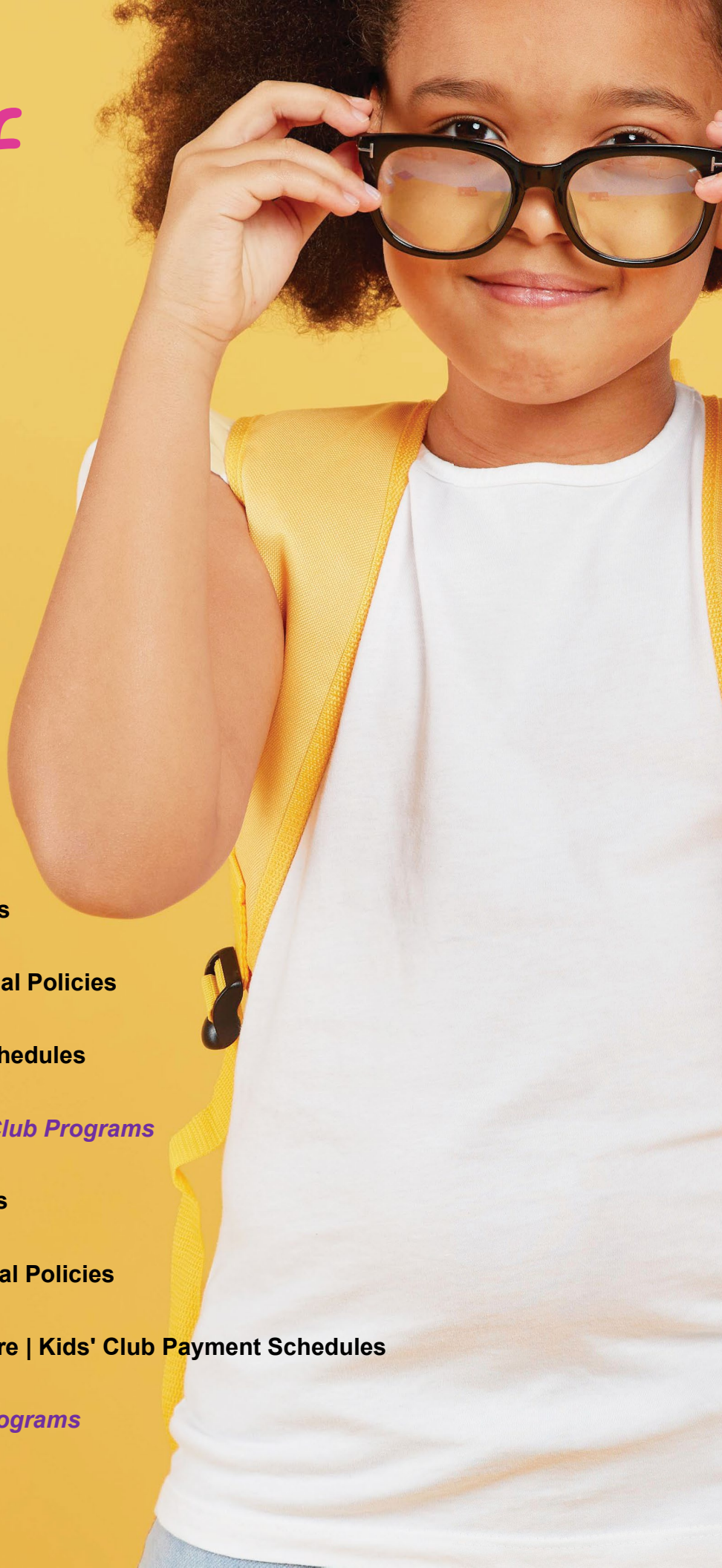
# PARENT/GUARDIAN GUIDE TO CHILDCARE PROGRAMS

2026-2027





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# PRE-SCHOOL PROGRAMS

2026-2027

*Program Information*



## Pre-School Programs

The childcare packet contains important materials you will need to review, complete, and return to the registration site. Topics such as program policies, curriculum, fees, payment schedules, health records, and emergency contacts are included. Please read all materials carefully. Registration packets must be completed before your child can start the program. If there are any questions or additional information is needed, please contact the staff at the pre-school site.

We have an exciting program and look forward to providing your child with a rewarding experience through a variety of educational and play-based activities. Thank you for participating!

## Program & Curriculum

It is the goal of The Maryland-National Capital Park and Planning Commission (M-NCPPC), Department of Parks and Recreation, Prince George's County, to provide age-appropriate educational and recreational activities for children ages 3 to 5. Periods of structured learning are gradually lengthened to match children's developing attention spans. The program emphasizes learning through play, building social relationships, and offering a consistent balance of active and quiet periods throughout the day.

Children in pre-school participate in an enrichment program that incorporates a quality pre-school curriculum, including:

### Activities

- Children participate in a variety of activities, including science, art, music, reading readiness, literature, dramatic play, and special events.
- The program offers abundant indoor equipment and a well-equipped outdoor playground.

### Snacks

- Children receive a healthy snack and drink each day.
- Please inform staff of any allergies or dietary restrictions.
- Due to allergies and dietary concerns, sharing snacks is not permitted.

### Concepts

- The program incorporates early learning concepts such as counting, matching, numeral recognition, set awareness, and calendar skills.

- Reading readiness is reinforced throughout the semester, including left-to-right progression, auditory and visual discrimination, memory development, and classification.

### Themes

- Children explore a variety of themes throughout the year, including seasons, safety, our planet, the five senses, animals, plants, and transportation.

## Daily Expectations

- If your child is sick, please keep them at home and monitor their symptoms.
- Children who become ill while in the program will be sent home.
- Notify the program of any planned absences or missed days.
- Parents and guardians are responsible for informing the site of any updates to their account or changes regarding the participant.

## Parent's Guide to Regulated/Licensed Child Care

M-NCPPC and the Maryland State Department of Education (MSDE) encourage parents and guardians to review the *Parent's Guide to Regulated/Licensed Child Care* brochure included in the Pre-School Program informational packet. ***\*Parents/Guardians are required to sign a statement indicating that they have received this information.***

## Daily Care & Safety Requirements

### Toileting Requirements

Children must be fully toilet-trained, unless they have a documented qualifying disability. Independent toileting skills are required for participation in general recreation. For participants with disabilities, reasonable modifications (for example, verbal directions, a toileting schedule, and physical support with transfers from a wheelchair) can be provided when the participant's disability causes limited toileting skills. Greater assistance with toileting is available in Therapeutic Recreation programs. Please contact Disability Services at least two weeks prior to the start date to discuss toileting support.

## Child Clothing & Footwear Requirements

- Parents/Guardians are responsible for checking all personal belongings each day.
- All removable items must be labeled (e.g., coats, hats, mittens, boots, scarves).
- Children should wear clothing that is comfortable, weather-appropriate, and suitable for active play. Clothing may become soiled during daily activities, so please reserve special outfits for holidays or special events.
- An extra set of clothing is required. Please check with your pre-school director for additional details.
- Children must wear closed-toe, closed-heel shoes at all times. Items that pose safety risks, such as flip-flops, heeled shoes, or loose jewelry, are not permitted.

## Outdoor Play

Part of each day is spent outdoors except during inclement weather. Children should be dressed appropriately so they can remain comfortable while outside. If a child is too ill to participate in outdoor play, they are likely not well enough to attend the program and would be more comfortable at home.

## Field Trips

- Field trips may be scheduled throughout the program year.
- Parents/Guardians may serve as a companion to accompany their child if the child has a disability, following our companion process. Please contact Program Access to begin the approval process at least two weeks before the scheduled field trip.
- Transportation for field trips is provided by M-NCPPC vehicles and/or school buses.
- Emergency Action Plans are in place for each trip. Please see the site director for specific details.
- A signed permission slip is required for all field trips.
- A signed permission slip is required for all high-risk activities.

# Arrival, Departure & Family Participation

## Drop-Off & Pick-Up Procedures

Parents, guardians, or authorized designees must sign children in and out each day and present a state-issued photo ID upon staff request.

## Parent Visits

- Parents and guardians may visit the program at any time to observe but may not participate unless they have completed the required volunteer clearance process.
- Parents/Guardians who wish to assist voluntarily must be fingerprinted and complete a background check through the M-NCPPC Volunteer Office.
- For more information about volunteering, please visit: [www.pgparks.com/get-involved/volunteer-opportunities](http://www.pgparks.com/get-involved/volunteer-opportunities).

## Birthday Guidelines

Birthdays are celebrated on a child's special day. Parents/Guardians may wish to provide a special store-bought, individually packaged snack for their child's birthday. Please check with your child's teacher to ensure that you provide an ample number of snacks for each child in the group. Parents/Guardians are welcome to join virtually. **\* Please be aware of any allergies for all registered participants.**

## Critical Updates & Announcements

Please check your email, text messages, and website regularly for:

- Weekly schedules and calendars of activities
- Maryland State Department of Education (MSDE) fact sheets
- Periodic online newsletters with updates on child care changes and program events
- Emergency updates, changes, or closure notices

# Personal Items & Media

## Toys and Personal Items

- Children should not bring unnecessary personal belongings to the program.
- The program is not responsible for items brought from home that become lost or damaged.
- All items brought from home must be clearly labeled with the child's full name.
- A Participant Electronic and Communications Devices Acknowledgment and Waiver must be completed for all participants who require the use of electronic devices.

## Photographs and Publicity

Photographs of children in our program may be taken occasionally and may appear in newspapers, magazines, brochures, social media, or other publicity materials for the Department. Parents/Guardians may opt out of having their child photographed by providing written notification.

If you do not wish for your child's picture to be used in any publicity materials, please check with your site director for additional details.

# Behavior, Inclusion & Protection

## Discipline Policy

The Department uses positive, developmentally appropriate behavioral intervention techniques to guide children and support appropriate behavior. ***No verbal or physical punishment is permitted at any time.***

Recommended strategies may include, but are not limited to:

### Behavioral Intervention Techniques with Examples

- **Planned Ignoring** - Ignoring minor, attention-seeking behavior until the child redirects themselves.
  - *Example: A child makes silly noises during cleanup. Staff continue the*

*routine without reacting.*

- **Voice & Choice** - Offering simple, structured choices to give the child control within limits.
  - *Example: “You may sit on the carpet or at the table while we read. You choose.”*
  
- **Quiet Time**- Allowing a brief moment away from stimulation to help a child calm.
  - *Example: “Let’s take a quiet moment in the cozy corner until you feel ready to join us again.”*
  
- **Non-Verbal Cues** - Using gestures or facial expressions to guide behavior.
  - *Example: Making eye contact and placing a finger to your lips to signal “quiet.”*
  
- **Redirection** - Guiding a child toward a more appropriate activity or behavior.
  - *Example: “Blocks are for building, not throwing. Let’s throw this ball instead.”*
  
- **Reflection** - Helping a child to think about their actions and how those actions affect others.
  - *Example: “How do you think Daniel felt when the toy was taken? What could we do differently next time?”*
  
- **Verbal Praise** - Reinforcing positive behavior with acknowledgment.
  - *Example: “I noticed you shared the crayons. That was very kind.”*
  
- **Verbal Warning** - A calm reminder of expectations before a consequence occurs.
  - *Example: “Walking feet inside. If you run again, we will need to take a break.”*
  
- **Structure & Clear Limits** - Setting predictable rules and routines.
  - *Example: “First we clean up, then we go outside.”*

- **Proximity Control** - Standing or sitting near a child to help them stay focused or safe.
  - *Example: Moving closer to a child who is becoming restless during circle time.*
  
- **De-escalation Techniques** - Using calm tone, space, and supportive language to help a child regulate.
  - *Example: “Let’s take deep breaths together. I’m here to help you.”*

### **Integrated Program-Specific Discipline Practices**

In the pre-school program, staff primarily rely on redirection and brief supervised time-out from play to help children reset and re-engage appropriately.

- *Example: Offering a different activity when frustration builds, or taking a short, supervised break to calm.*

Staff also encourage children to communicate their feelings and practice problem-solving skills, helping them express their needs appropriately. *Example: “Tell your friend what you need. Let’s use our words.”*

***\*Note: If your child is experiencing adjustment or behavioral challenges, the pre-school director will contact you to arrange a conference. If your child has a disability or a suspected disability, a representative from Program Access will participate in the conference.***

## **ADA Compliance & Program Access**

The Department of Parks and Recreation encourages and supports the participation of individuals with disabilities. Register a minimum of two weeks in advance of the program start date to request and receive a modification or accommodation. Contact [program.access@pgparks.com](mailto:program.access@pgparks.com) or 301-249-7200 for questions related to the disability support process.

The Department offers a full continuum of programs and services for individuals with disabilities. There are many choices in how your child may choose to participate:

- Participate independently.
- Request a reasonable disability modification through our Program Access Offices.

You are encouraged to use the full continuum and are not required to select one way to participate.

Program Access support is available upon request. Coordinators and Specialists will make every effort to provide individuals with disabilities full and equal access to programs and services through reasonable disability modifications.

A representative from the Program Access office will follow up with your family regarding your child's needs. You will be asked to complete a Participation Assessment to better serve your child by understanding your child's specific needs, interests, and abilities. This will provide the foundation for building support for their success within our programs.

Professionally trained staff will monitor, review, and modify support plans as needed.

## Child Abuse Prevention & Reporting

Staff are required by law to report suspected cases of child abuse and neglect. As mandated reporters, staff will not ignore any harm or safety concerns to a child's health and welfare, including the reporting of parents and guardians who appear to be impaired by drugs or alcohol. Park Police may be called, or a child may not be released to the parent, guardian, or authorized designee.

## Bullying Prevention

The Department of Parks and Recreation, Prince George's County, recognizes the prevalence of bullying and has established a **zero-tolerance policy**. Bullying is taken seriously in all programs, and staff members are trained to recognize the warning signs and respond with early intervention.

Staff will address bullying behavior immediately, and disciplinary action will be taken when appropriate. Everyone has the right to have a positive experience. By working together, we can identify, address, and prevent bullying to ensure a safe, healthy, and inclusive environment for all participants.

The Department is committed to maintaining bully-free programs and values partnering with

parents in prevention efforts. Please talk with your child about this policy and reinforce that bullying will not be tolerated and may result in consequences.

## Purpose of Bullying Prevention

- Maintain a safe environment that supports recreation, socialization, and learning.
- Prevent all forms of bullying, harassment, and intimidation, including during off-site activities.
- Support staff in identifying and protecting individuals who may be targeted.
- Encourage participants to report bullying in a safe and confidential manner.
- Promote positive behavior and attitudes among all participants.

## Definition of Bullying

Bullying is intentional, repeated, and harmful behavior in which a person has difficulty defending themselves. It may also include single serious incidents.

Bullying can take many forms, including:

- Cyber
- Emotional
- Mental
- Physical
- Verbal

## Recognizing the Signs of Bullying

A participant who is being bullied may show changes in behavior, such as:

- Becoming shy, nervous, anxious, angry, or withdrawn
- Appearing ill or experiencing changes in eating habits
- Refusing to attend or participate in activities
- Clinging to adults and avoiding peers
- Isolating themselves or avoiding certain areas

# Participant, Parent/Guardian & Staff Responsibilities

## Participant Responsibilities

The Department is committed to providing a safe and positive environment for all participants.

All participants are introduced to and expected to follow the cooperative “Rules and Regulations-Code of Conduct” listed below, as well as all other applicable M-NCPPC Rules and Regulations - Code of Conduct, to ensure a positive experience for all:

- Follow directions and cooperate with staff.
- Know and follow the rules of the program.
- Communicate in an appropriate manner, which means no foul language or gestures or harsh words.
- Respect the rights and beliefs of others.
- Be polite and show respect to all people.
- Use program equipment, supplies, and facilities safely and respectfully.
- Be fully responsible for actions and understand that behavior that is unsafe will result in disciplinary action.
- Be friendly and respectful.
- Respect the property of others.

## Parent/Guardian Responsibilities

As a Parent/Guardian, I will:

- Serve as a positive role model and example for my child.
- Review the Rules & Regulations-Code of Conduct with my child.
- Provide staff with all requested information in a timely manner.
- Assure my child arrives and/or departs the program site on time.
- Show respect for staff and participants and not interfere with staff or volunteer duties.
- Inform staff of all relevant issues pertaining to my child’s physical, mental, and emotional health; behavior; and/or special needs, so that staff can respond appropriately.

- Keep all my child's records up-to-date. (i.e., phone numbers, emergency contacts, medication information)
- Pick-up my child on time and contact the center if I will be late, understanding that I must pay the assessed late fee, starting at one minute after the closing time.
- Let the staff know if my child will not be attending the program for the day.
- Be available to be reached by telephone in case of an emergency and be able to pick up my child or have an authorized person pick up my child within an hour of the call.
- Notify a staff member, in writing, when another authorized person is picking up my child.
- Inform staff if my child has been exposed to a contagious illness.
- Notify staff of planned vacation and other absences in advance.
- Share my concerns with staff members if the program does not meet my child's needs.
- Be available for parent/guardian/staff conferences in a reasonable amount of time, especially regarding behavioral concerns.
- Listen to concerns that staff members have about my child's behavior and work together with staff toward an agreeable solution to any challenges that might occur.

## Staff Responsibilities

- Provide open communication with parents/guardians when problems occur.
- Complete written Notification to Parent/Guardian: Injury, Illness and Incident Form.
- Document behavior.
- Notify and consult with supervisor(s).
- Gain additional information by talking with the child's teacher if permission is provided by the family.
- If the problem is severe or persistent, the program director will:
  - Schedule a meeting to discuss behavior expectations and planned outcomes.
  - Expect parents/guardians to assist staff in developing a reasonable behavior plan that promotes positive and cooperative behavior.
  - Suspend your child for one to three program days, if deemed necessary.

***\* Note: Depending on the severity of the behavior, it is at the discretion of the Department to add to or modify these rules as seen necessary.***

## Program Director Action Steps

If challenging behaviors occur or persist, the program director or designee will:

- Provide written notice of behavior concerns using the *Notification to Parent/Guardian: Injury/Illness/Incident Report Form*
- Contact parents/guardians for support in addressing the behavior
- Schedule a confidential conference with parents/guardians and staff to discuss concerns (see Conference Request section for details)

***\*Note: If a child's behavior poses a threat to their own health and safety or to others, parents/guardians or an authorized pick-up person will be required to pick up the child within one hour of the initial call.***

- Depending on the severity of the behavior, the child may be suspended from the program.
- If suspended, a parent/guardian conference must be held prior to the child's return to review expectations and develop a plan for success.
- Parents/guardians are expected to partner with staff to reinforce program rules, set expectations, and support positive behavior.

***\*Additional Note: If a conference is requested and the child has been identified as having a disability, a representative from Program Access will be invited to attend. If a parent/guardian does not attend a scheduled conference, or if disruptive behavior continues, the Department reserves the right to suspend or terminate enrollment.***

### Examples of Challenging Behaviors

Include but are not limited to:

- Leaving the group or program area without permission
- Physical aggression toward self or others
- Intentional damage to property

- Use of inappropriate language

## *Suspension and Termination*

Suspension and/or termination from the program for misconduct is considered a last resort.

Challenging behaviors that may result in this action include, but are not limited to:

- Behavior that endangers the individual's own safety.
- Behavior that threatens the physical safety or well-being of other participants, staff, or volunteers.
- Intentional destruction of program or facility property.
- Endangers himself/herself.
- Endangers the physical safety and well-being of other participants, staff, and/or volunteers in the program or facility.
- Or intentionally destroying property.

## *Termination Policy*

A child may be terminated from the program under the following circumstances:

- Repeated failure of the parent/guardian to make required payments.
- Failure to submit complete and signed required forms at the time of enrollment.
- Persistent late pick-ups (defined as three (3) or more unexcused occurrences)
- Refusal of the parent/guardian to follow regulatory policies that negatively impact program operations or licensing.

# Operations, Scheduling & Closures

## Calendar/Holidays/Schedule

A calendar will be sent home periodically to keep you informed about pre-school activities. Various notes and announcements will be posted on the program bulletin board. Program schedule varies at each location.

Pre-School follows the Prince George's County School and M-NCPPC Holiday schedules, and will be closed on the following days:

Labor Day Holiday	September 7
Professional Development Day	September 16
Yom Kippur Holiday	September 21
Professional Development Day	October 16
Election Day	November 3
Parent-Teacher Conferences	November 11
Thanksgiving Holiday	November 25 - 27
Winter Break & Christmas Holiday	December 21-31
New Year's Holiday	January 1
Martin Luther King Jr. Holiday	January 18
President's Holiday	February 15
Professional Development Day	March 10
Good Friday Holiday	March 26
Easter Monday Holiday	March 29
Spring Break Holiday	March 30 - April 2
Professional Development Day	April 19
Eid al-Adha Holiday	May 17
Memorial Day Holiday	May 31
Juneteenth Holiday	June 18

## M-NCPPC Professional Development Days

To meet local and state requirements, it is a priority of M-NCPPC to conduct staff training throughout the program year to improve skills in safety and child development, and to ensure quality customer service. As a result, the afternoon pre-school program is closed on the following dates:

- September 16, 2026
- October 16, 2026
- March 10, 2027
- April 19, 2027

## Closing/Inclement Weather Procedures

- Pre-School will be canceled for inclement weather if Prince George's County Schools are closed.
- There will be no morning pre-school when public schools have delayed openings and no afternoon pre-school when there is an early dismissal.
- Pre-School closings due to inclement weather, Commission building/maintenance emergencies, etc. will not be made up or prorated.

## Late Pickup Policy & Fees

We understand that emergencies do arise and request that parents call the center if they are delayed.

- A late pickup fee of \$10 for every 15 minutes (or portion of 15 minutes) per child is assessed whenever your child is cared for after pre-school program hours regardless of the reason for being late.
- A Late Fee Assessment form will be completed, and the payment is due to the community center in the form of a check, credit card, or cash payments payable to M-NCPPC. Please ask for a PARKS DIRECT receipt for late fee payments.

## Safety & Security

- Parents/Guardians or authorized persons must enter the facility to pick up their children.
- A sign-in/out sheet will be posted in a designated place at each site. Parents/Guardians are required to sign their children out each day. Staff may ask for a picture ID of the person picking up the child.
- To protect each child, we will release children only to parents/guardians or authorized persons listed on the Child Care Authorization Form. Likewise, if there is someone who is not permitted to pick up your child, please discuss this with the staff immediately upon registration.
- A new form should be completed if there are changes to the list of authorized designees.
- Children will not be released to a parent/guardian (or anyone on the authorized pick-up list) who is suspected of being under the influence of drugs and/or alcohol.
- During pre-school operation hours, the staff is responsible for the supervision and safe conduct of the child. Staff cannot be responsible for children who are not currently registered in the program.

## Incident or Injury Reporting

- If a child is injured during the day and medical attention is required, the parent/guardian will be notified to come and pick up the child.
- If the situation is an emergency, the parent/guardian will be asked to meet the staff member and child at a hospital.
- It is the parent's/guardian's responsibility to keep Emergency Card information current and to notify staff of temporary or permanent changes in phone numbers and emergency contact.
- An Incident report will be made by center staff for all injuries, whether serious or minor.
- A copy of the Notification to Parent/Guardian: Injury/Illness/Incident Form will be provided to the parent/guardian.

# Registration, Enrollment & Financial Policies

## *PRE-SCHOOL*



## Registration and Enrollment

Registration and enrollment openings are limited in number and are available only to Prince George's County residents. Registrations are on a first-come, first-served basis. Previous enrollment does not guarantee placement. There will be a non-refundable \$25 registration fee per child.

## Registration Requirements

Child must be 3 to 5 years old by August 31, 2026.

## Documentation Requirements

Children will not be permitted to attend without proper documentation, including a doctor's signature and stamp.

## Tuition

- For your convenience, payments are broken down into ten (10) installment payments of 10% of the total program fee per month per child.
- Installments are due by the 1st (see payment schedules). Payments can be made in the form of cash, check, or credit card. Be sure to get a PARKS DIRECT receipt for all payments.
- There are no financial credits made for absences due to illness or suspensions.

## Late Tuition Payment Fee

- A late payment fee of \$25 per child will be assessed on all scheduled payments not made by the 10th of the previous month.
- If the late payment is not received by the 16th of the month, your child will be removed from the program, and a notice of intent to terminate services will be sent to you.
- Once removed from the program, staff will no longer supervise your child, and their spot will be forfeited.

## Returned Check Fee

There's a penalty of \$35 that will be charged for all checks returned by the bank for insufficient funds.

## Fee Assistance

Fee assistance is available based on income with formal proof of income requirements. Contact any M-NCPPC Community Center or the Special Programs Division for a Fee Assistance Application Form or visit [www.pgpparks.com/activities-events/fee-assistance-scholarships](http://www.pgpparks.com/activities-events/fee-assistance-scholarships).

## MSDE Child Care Scholarship Program

The Child Care Scholarship Program helps Maryland families pay for high-quality childcare and early education programs, reducing childcare costs by providing financial assistance directly to the approved provider while families pay only their assigned co-payment (varies) and any remaining balance not covered by the scholarship.

### Who is Eligible to Apply and Receive Funding?

- Parent or Guardian must be a Maryland resident.
- The resident must be currently employed, in an approved training program, or attending school.
- For two-parent households, both parents living within the same household must meet the eligibility requirements.
- The household must meet the program's income guidelines or receive Temporary Cash Assistance.
- Eligible children must be under age 13, or ages 13–19 with a documented qualifying disability.

### How Does It Work?

- A Parent or Guardian applies for the Child Care Scholarship by creating an account and applying through the Child Care Scholarship Family Portal.
- The Provider receives an alert within their Child Care Provider Portal account and approves the scholarship.

- Once approved, the Provider is reimbursed by the State for the scholarship portion after care begins.
- The Parent or Guardian and Provider are responsible for verifying the participant's attendance bi-weekly to maintain scholarship eligibility and receive funding.

For more information, visit <https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program>.

## Withdrawal Policy

Withdrawal requests must be submitted in writing, either by email or formal letter. A minimum of two weeks' written notice is required to withdraw a child from the program. All withdrawal requests must include the following:

- ✓ Parent/Guardian's name
  - ✓ Child's name
  - ✓ Contact number
  - ✓ Date of withdrawal
  - ✓ Last day of service
- All refunds are subject to a 20% handling fee. If a refund is requested after the start of the first class, the 20% fee will be applied to the prorated amount.
  - Submission of a written withdrawal notice forfeits your child's space in the program. Should you wish to return, a new application must be submitted.
  - Please note that we cannot guarantee re-enrollment for children who are withdrawn with the intention of returning at a later time. Upon withdrawal, your child may be added to the waiting list.

# Payment Schedules

*2026-2027 PRE-SCHOOL*



# Pre-School Payment Schedule

## 3 DAYS A WEEK

Month	Monthly Fee	Total Due	Due
June 12th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$110	\$110	August 1 <sup>st**</sup>
September	\$110	\$110	September 1 <sup>st**</sup>
October	\$110	\$110	October 1 <sup>st**</sup>
November	\$110	\$110	November 1 <sup>st**</sup>
December	\$110	\$110	December 1 <sup>st**</sup>
January	\$110	\$110	January 1 <sup>st**</sup>
February	\$110	\$110	February 1 <sup>st**</sup>
March	\$110	\$110	March 1 <sup>st**</sup>
April	\$110	\$110	April 1 <sup>st**</sup>
May	\$110	\$110	May 1 <sup>st**</sup>

\*\*Late Fee of \$25 Assessed on the 10th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

# Pre-School Payment Schedule

## 4 DAYS A WEEK

Month	Monthly Fee	Total Due	Due
June 12th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$145	\$145	August 1 <sup>st</sup> **
September	\$145	\$145	September 1 <sup>st</sup> **
October	\$145	\$145	October 1 <sup>st</sup> **
November	\$145	\$145	November 1 <sup>st</sup> **
December	\$145	\$145	December 1 <sup>st</sup> **
January	\$145	\$145	January 1 <sup>st</sup> **
February	\$145	\$145	February 1 <sup>st</sup> **
March	\$145	\$145	March 1 <sup>st</sup> **
April	\$145	\$145	April 1 <sup>st</sup> **
May	\$145	\$145	May 1 <sup>st</sup> **

\*\*Late Fee of \$25 Assessed on the 10th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

# Pre-School Payment Schedule

## 5 DAYS A WEEK

Month	Monthly Fee	Total Due	Due
June 12th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$180	\$180	August 1 <sup>st**</sup>
September	\$180	\$180	September 1 <sup>st**</sup>
October	\$180	\$180	October 1 <sup>st**</sup>
November	\$180	\$180	November 1 <sup>st**</sup>
December	\$180	\$180	December 1 <sup>st**</sup>
January	\$180	\$180	January 1 <sup>st**</sup>
February	\$180	\$180	February 1 <sup>st**</sup>
March	\$180	\$180	March 1 <sup>st**</sup>
April	\$180	\$180	April 1 <sup>st**</sup>
May	\$180	\$180	May 1 <sup>st**</sup>

\*\*Late Fee of \$25 Assessed on the 10th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

Morning Care | Kids' Care |  
Kids' Club Programs  
*2026-2027*  
*Program Information*



# Morning Care, Kids' Care & Kids' Club

The childcare packet contains important materials you will need to review, complete, and return to the registration site. Topics such as program policies, curriculum, fees, payment schedules, health records, and emergency contacts are included. Please read all materials carefully. Registration packets must be completed before your child can start the program. If there are any questions or additional information is needed, please contact the staff at the morning care, kids' care, or kids' club site.

We have an exciting program and look forward to providing your child with a rewarding experience through a variety of educational and recreation-based activities. Thank you for participating!

## Program & Curriculum

It is the goal of The Maryland-National Capital Park and Planning Commission (M-NCPPC), Department of Parks and Recreation, Prince George's County, to provide age-appropriate recreational opportunities for children ages 5 to 12, as well as specialized programs for individuals with disabilities up to 21 years of age. Activities are designed to support growing independence, expanding interests, and developing recreational skills. The program emphasizes learning through recreation, building social relationships, and offering a consistent balance of active and quiet periods throughout the day.

Children enrolled in the recreation programs participate in an enrichment experience that incorporates a quality, recreation-based experience, including:

### Activities

- Children engage in a wide range of recreational activities, including sports, fitness, arts and crafts, music, STEM exploration, games, and special events.
- The program provides access to abundant indoor recreation equipment and well-maintained outdoor play areas.

### Snacks

- Children receive a healthy snack and drink each day.
- Please inform staff of any allergies or dietary restrictions.

- Due to allergies and dietary concerns, sharing snacks is not permitted.

### Concepts

- The program reinforces recreational learning concepts such as teamwork, cooperation, problem-solving, and skill development across various activity areas.
- Academic support concepts may be incorporated as appropriate, including following multi-step directions, memory building, organization, and task completion.

### Themes

- Children explore a variety of themes throughout the year, including sportsmanship, health and wellness, community, nature, creativity, cultural awareness, and seasonal topics.

## Homework & Reading Time

Thirty minutes of homework and reading time will be provided during the program. Children will be encouraged but not forced to complete assignments. Staff will remind the entire group that this is an opportunity to work on school assignments and reading. Staff are not educational tutors and will assist to the best of their abilities to clarify directions. Parents/Guardians should communicate their expectations for homework time to the program director. Staff are not permitted to deny a child participation in other center activities or access to snacks to complete homework. Children may also choose to work on school-related projects during other quiet times throughout the program.

## Daily Expectations

- If your child is sick, please keep them at home and monitor their symptoms.
- Children who become ill while in the program will be sent home.
- Notify the program of any planned absences or missed days.
- Parents and guardians are responsible for informing the site of any updates to their account or changes regarding the participant.

# Parent's Guide to Regulated/Licensed Child Care

M-NCPPC and the Maryland State Department of Education (MSDE) encourage parents and guardians to review the *Parent's Guide to Regulated/Licensed Child Care* brochure included in the Pre-School Program informational packet. ***\*Parents/Guardians are required to sign a statement indicating that they have received this information.***

## Daily Care & Safety Requirements

### Toileting Requirements

Children must be fully toilet-trained, unless they have a documented qualifying disability. Independent toileting skills are required for participation in general recreation. For participants with disabilities, reasonable modifications (for example, verbal directions, a toileting schedule, and physical support with transfers from a wheelchair) can be provided when the participant's disability causes limited toileting skills. Greater assistance with toileting is available in Therapeutic Recreation programs. Please contact Disability Services at least two weeks prior to the start date to discuss toileting support.

### Child Clothing & Footwear Requirements

- Parents/Guardians are responsible for checking all personal belongings each day.
- All removable items must be labeled (e.g., coats, hats, mittens, boots, scarves).
- Children should wear clothing that is comfortable, weather-appropriate, and suitable for recreation. Clothing may become soiled during daily activities, so please reserve special outfits for holidays or special events.
- Please check with your program director if storing extra clothing is required.
- Children must wear closed-toe, closed-heel shoes at all times. Items that pose safety risks, such as flip-flops, heeled shoes, or loose jewelry, are not permitted.

### Outdoor Play

Part of each day is spent outdoors except during inclement weather. Children should be dressed appropriately so they can remain comfortable while outside. If a child is too ill to

participate in outdoor play, they are likely not well enough to attend the program and would be more comfortable at home.

## Field Trips

- Field trips may be scheduled throughout the program year.
- Parents/Guardians may serve as a companion to accompany their child if the child has a disability, following our companion process. Please contact Program Access to begin the approval process at least two weeks before the scheduled field trip.
- Transportation for field trips is provided by M-NCPPC vehicles and/or school buses.
- Emergency Action Plans are in place for each trip. Please see the site director for specific details.
- A signed permission slip is required for all field trips.
- A signed permission slip is required for all high-risk activities.

## Arrival, Departure & Family Participation

### Drop-Off & Pick-Up Procedures

Parents, guardians, or authorized designees must sign children in and out each day and present a state-issued photo ID upon staff request.

### Parent Visits

- Parents and guardians may visit the program at any time to observe but may not participate unless they have completed the required volunteer clearance process.
- Parents/Guardians who wish to assist voluntarily must be fingerprinted and complete a background check through the M-NCPPC Volunteer Office.
- For more information about volunteering, please visit: [www.pgparcs.com/get-involved/volunteer-opportunities](http://www.pgparcs.com/get-involved/volunteer-opportunities).

## Birthday Guidelines

Birthdays are celebrated on a child's special day. Parents/Guardians may wish to provide a special store-bought, individually packaged snack for their child's birthday. Please check with the program director to ensure that you provide an ample number of snacks for each child in the group. Parents/Guardians are welcome to join virtually. **\* Please be aware of any allergies for all registered participants.**

## Critical Updates & Announcements

Please check your email, text messages, and website regularly for:

- Weekly schedules and calendars of activities
- Maryland State Department of Education (MSDE) fact sheets
- Periodic online newsletters with updates on child care changes and program events
- Emergency updates, changes, or closure notices

## Personal Items & Media

### Toys and Personal Items

- Children should not bring unnecessary personal belongings to the program.
- The program is not responsible for items brought from home that become lost or damaged.
- All items brought from home must be clearly labeled with the child's full name.
- A Participant Electronic and Communications Devices Acknowledgment and Waiver must be completed for all participants who require the use of electronic devices.

### Photographs and Publicity

Photographs of children in our program may be taken occasionally and may appear in newspapers, magazines, brochures, social media, or other publicity materials for the Department. Parents/Guardians may opt out of having their child photographed by providing written notification.

If you do not wish for your child’s picture to be used in any publicity materials, please check with your site director for additional details.

## Behavior, Inclusion & Protection

### Discipline Policy

The Department uses positive, developmentally appropriate behavioral intervention techniques to guide children and support appropriate behavior. **No verbal or physical punishment is permitted at any time.**

Recommended strategies may include, but are not limited to:

#### Behavioral Intervention Techniques with Examples

- **Planned Ignoring** - Ignoring minor, attention-seeking behavior until the child redirects themselves.
  - *Example: A child makes silly noises during cleanup. Staff continue the routine without reacting.*
  
- **Voice & Choice** - Offering simple, structured choices to give the child control within limits.
  - *Example: “You may sit on the carpet or at the table while we read. You choose.”*
  
- **Quiet Time**- Allowing a brief moment away from stimulation to help a child calm.
  - *Example: “Let’s take a quiet moment in the cozy corner until you feel ready to join us again.”*
  
- **Non-Verbal Cues** - Using gestures or facial expressions to guide behavior.
  - *Example: Making eye contact and placing a finger to your lips to signal “quiet.”*
  
- **Redirection** - Guiding a child toward a more appropriate activity or behavior.

- *Example: “Blocks are for building, not throwing. Let’s throw this ball instead.”*
- **Reflection** - Helping a child to think about their actions and how those actions affect others.
  - *Example: “How do you think Daniel felt when the toy was taken? What could we do differently next time?”*
- **Verbal Praise** - Reinforcing positive behavior with acknowledgment.
  - *Example: “I noticed you shared the crayons. That was very kind.”*
- **Verbal Warning** - A calm reminder of expectations before a consequence occurs.
  - *Example: “Walking feet inside. If you run again, we will need to take a break.”*
- **Structure & Clear Limits** - Setting predictable rules and routines.
  - *Example: “First we clean up, then we go outside.”*
- **Proximity Control** - Standing or sitting near a child to help them stay focused or safe.
  - *Example: Moving closer to a child who is becoming restless during circle time.*
- **De-escalation Techniques** - Using calm tone, space, and supportive language to help a child regulate.
  - *Example: “Let’s take deep breaths together. I’m here to help you.”*

***\*Note: If your child is experiencing adjustment or behavioral challenges, the program director will contact you to arrange a conference. If your child has a disability or a suspected disability, a representative from Program Access will participate in the conference.***

## ADA Compliance & Program Access

The Department of Parks and Recreation encourages and supports the participation of individuals with disabilities. Register a minimum of two weeks in advance of the program start date to request and receive a modification or accommodation. Contact [program.access@pgparks.com](mailto:program.access@pgparks.com) or 301-249-7200 for questions related to the disability support process.

The Department offers a full continuum of programs and services for individuals with disabilities. There are many choices in how your child may choose to participate:

- Participate independently.
- Request a reasonable disability modification through our Program Access Offices.

You are encouraged to use the full continuum and are not required to select one way to participate.

Program Access support is available upon request. Coordinators and Specialists will make every effort to provide individuals with disabilities full and equal access to programs and services through reasonable disability modifications.

A representative from the Program Access office will follow up with your family regarding your child's needs. You will be asked to complete a Participation Assessment to better serve your child by understanding your child's specific needs, interests, and abilities. This will provide the foundation for building support for their success within our programs.

Professionally trained staff will monitor, review, and modify support plans as needed.

## Child Abuse Prevention & Reporting

Staff are required by law to report suspected cases of child abuse and neglect. As mandated reporters, staff will not ignore any harm or safety concerns to a child's health and welfare, including the reporting of parents and guardians who appear to be impaired by drugs or alcohol. Park Police may be called, or a child may not be released to the parent, guardian, or authorized designee.

## Bullying Prevention

The Department of Parks and Recreation, Prince George's County, recognizes the prevalence

of bullying and has established a **zero-tolerance policy**. Bullying is taken seriously in all programs, and staff members are trained to recognize the warning signs and respond with early intervention.

Staff will address bullying behavior immediately, and disciplinary action will be taken when appropriate. Everyone has the right to have a positive experience. By working together, we can identify, address, and prevent bullying to ensure a safe, healthy, and inclusive environment for all participants.

The Department is committed to maintaining bully-free programs and values partnering with parents in prevention efforts. Please talk with your child about this policy and reinforce that bullying will not be tolerated and may result in consequences.

## Purpose of Bullying Prevention

- Maintain a safe environment that supports recreation, socialization, and learning.
- Prevent all forms of bullying, harassment, and intimidation, including during off-site activities.
- Support staff in identifying and protecting individuals who may be targeted.
- Encourage participants to report bullying in a safe and confidential manner.
- Promote positive behavior and attitudes among all participants.

## Definition of Bullying

Bullying is intentional, repeated, and harmful behavior in which a person has difficulty defending themselves. It may also include single serious incidents.

Bullying can take many forms, including:

- Cyber
- Emotional
- Mental
- Physical
- Verbal

## Recognizing the Signs of Bullying

A participant who is being bullied may show changes in behavior, such as:

- Becoming shy, nervous, anxious, angry, or withdrawn
- Appearing ill or experiencing changes in eating habits
- Refusing to attend or participate in activities
- Clinging to adults and avoiding peers
- Isolating themselves or avoiding certain areas

## Participant, Parent/Guardian & Staff Responsibilities

### Participant Responsibilities

The Department is committed to providing a safe and positive environment for all participants.

All participants are introduced to and expected to follow the cooperative “Rules and Regulations-Code of Conduct” listed below, as well as all other applicable M-NCPPC Rules and Regulations - Code of Conduct, to ensure a positive experience for all:

- Follow directions and cooperate with staff.
- Know and follow the rules of the program.
- Communicate in an appropriate manner, which means no foul language or gestures or harsh words.
- Respect the rights and beliefs of others.
- Be polite and show respect to all people.
- Use program equipment, supplies, and facilities safely and respectfully.
- Be fully responsible for actions and understand that behavior that is unsafe will result in disciplinary action.
- Be friendly and respectful.
- Respect the property of others.

## Parent/Guardian Responsibilities

As a Parent/Guardian, I will:

- Serve as a positive role model and example for my child.
- Review the Rules & Regulations-Code of Conduct with my child.
- Provide staff with all requested information in a timely manner.
- Assure my child arrives and/or departs the program site on time.
- Show respect for staff and participants and not interfere with staff or volunteer duties.
- Inform staff of all relevant issues pertaining to my child's physical, mental, and emotional health; behavior; and/or special needs, so that staff can respond appropriately.
- Keep all my child's records up-to-date. (i.e., phone numbers, emergency contacts, medication information)
- Pick-up my child on time and contact the center if I will be late, understanding that I must pay the assessed late fee, starting one minute after the closing time.
- Let the staff know if my child will not be attending the program for the day.
- Be available to be reached by telephone in case of an emergency and be able to pick up my child or have an authorized person pick up my child within an hour of the call.
- Notify a staff member, in writing, when another authorized person is picking up my child.
- Inform staff if my child has been exposed to a contagious illness.
- Notify staff of planned vacation and other absences in advance.
- Share my concerns with staff members if the program does not meet my child's needs.
- Be available for parent/guardian/staff conferences in a reasonable amount of time, especially regarding behavioral concerns.
- Listen to concerns that staff members have about my child's behavior and work together with staff toward an agreeable solution to any challenges that might occur.

## Staff Responsibilities

- Provide open communication with parents/guardians when problems occur.
- Complete written Notification to Parent/Guardian: Injury, Illness and Incident Form.
- Document behavior.
- Notify and consult with supervisor(s).
- Gain additional information by talking with the child's teacher if permission is provided by the family.

- If the problem is severe or persistent, the program director will:
  - Schedule a meeting to discuss behavior expectations and planned outcomes.
  - Expect parents/guardians to assist staff in developing a reasonable behavior plan that promotes positive and cooperative behavior.
  - Suspend your child for one to three program days, if deemed necessary.

***\* Note: Depending on the severity of the behavior, it is at the discretion of the Department to add to or modify these rules as seen necessary.***

## Program Director Action Steps

If challenging behaviors occur or persist, the program director or designee will:

- Provide written notice of behavior concerns using the *Notification to Parent/Guardian: Injury/Illness/Incident Report Form*
- Contact parents/guardians for support in addressing the behavior
- Schedule a confidential conference with parents/guardians and staff to discuss concerns (see Conference Request section for details)

***\*Note: If a child's behavior poses a threat to their own health and safety or to others, parents/guardians or an authorized pick-up person will be required to pick up the child within one hour of the initial call.***

- Depending on the severity of the behavior, the child may be suspended from the program.
- If suspended, a parent/guardian conference must be held prior to the child's return to review expectations and develop a plan for success.
- Parents/guardians are expected to partner with staff to reinforce program rules, set expectations, and support positive behavior.

***\*Additional Note: If a conference is requested and the child has been identified as having a disability, a representative from Program Access will be invited to attend. If a parent/guardian does not attend a scheduled conference, or if disruptive behavior continues, the Department reserves the right to suspend or terminate enrollment.***

## Examples of Challenging Behaviors

Include but are not limited to:

- Leaving the group or program area without permission
- Physical aggression toward self or others
- Intentional damage to property
- Use of inappropriate language

## *Suspension and Termination*

Suspension and/or termination from the program for misconduct is considered a last resort.

Challenging behaviors that may result in this action include, but are not limited to:

- Behavior that endangers the individual's own safety.
- Behavior that threatens the physical safety or well-being of other participants, staff, or volunteers.
- Intentional destruction of program or facility property.
- Endangers himself/herself.
- Endangers the physical safety and well-being of other participants, staff, and/or volunteers in the program or facility.
- Or intentionally destroying property.

## Termination Policy

A child may be terminated from the program under the following circumstances:

- Repeated failure of the parent/guardian to make required payments.
- Failure to submit complete and signed required forms at the time of enrollment.
- Persistent late pick-ups (defined as three (3) or more unexcused occurrences)
- Refusal of the parent/guardian to follow regulatory policies that negatively impact program operations or licensing.

# Operations, Scheduling & Closures

## Calendar/Holidays/Schedule

A calendar will be sent home periodically to keep you informed about programming activities. Various notes and announcements will be posted on the program bulletin board. Program schedule varies at each location.

Morning Care, Kids' Care and Kids' Club follow Prince George's County School and M-NCPPC Holiday schedules, and will be closed on the following days:

Labor Day Holiday	September 7
Professional Development Day	September 16
Yom Kippur Holiday	September 21
Professional Development Day	October 16
Election Day	November 3
Parent-Teacher Conferences	November 11
Thanksgiving Holiday	November 25 - 27
Winter Break & Christmas Holiday	December 21-31
New Year's Holiday	January 1
Martin Luther King Jr. Holiday	January 18
President's Holiday	February 15
Professional Development Day	March 10
Good Friday Holiday	March 26
Easter Monday Holiday	March 29
Spring Break Holiday	March 30 - April 2
Professional Development Day	April 19
Eid al-Adha Holiday	May 17
Memorial Day Holiday	May 31
Juneteenth Holiday	June 18

- The Program begins and ends based on the Prince George’s County Public School Year.
- Each day, the program starts from school dismissal and ends at 6:00pm.
- On PGCPs scheduled early dismissal days, the program begins at the time school closes and ends at 6:00pm.

## Early Dismissals & Delayed Openings

Half-Day for Students	October 2
Half-Day for Students	October 30
Half-Day for Students	December 11
Half-Day for Students	January 22
Half-Day for Students	February 26
Half-Day for Students	April 9
Half-Day for Students	May 21
Half-Day for Students	June 15

***\* Note: On PGCPs scheduled delayed opening, the morning program ends when school begins that day.***

## M-NCPPC Professional Development Days

To meet local and state requirements, it is a priority of M-NCPPC to conduct staff training throughout the program year to improve skills in safety and child development, and to ensure quality customer service. As a result, the program is closed on the following dates:

- **September 16, 2026**
- **October 16, 2026**
- **March 10, 2027**
- **April 19, 2027**

## Closing/Inclement Weather Procedure

- Childcare will be canceled for inclement weather if the Prince George’s County Schools are closed. EARLY SCHOOL CLOSINGS: In the event of early school closings, you will be

required to arrange for pick-up at the program site within two hours following school closing.

- DELAYED SCHOOL OPENINGS: For safety concerns, there will be no Morning Care when Prince George's County Public Schools have a delayed opening.
- FULL DAY CLOSINGS: The program will be closed whenever Prince George's County Public Schools are closed for the full day due to teacher/professional days, snow, energy or maintenance problems, or other emergencies.
- Childcare closings due to inclement weather, Commission building/maintenance emergencies, etc. will not be made up or prorated.

***\* Note: M-NCPPC does not provide transportation to and from Morning Care, Kids' Care and Kids' Club Sites. Should transportation be needed in the event of an emergency evacuation, M-NCPPC will provide transportation to a pre-designated off-site location. Communication with the parents/guardians regarding emergency status will come directly from the program staff. If an emergency occurs (water main break, etc.) at any given Parks-School, the program site serving that school will be unable to accommodate the children for the normal program operating hours.***

## Late Pickup Policy & Fees

We understand that emergencies do arise and request that parents call the center if they are delayed.

- A late pickup fee of \$10 for every 15 minutes (or portion of 15 minutes) per child is assessed whenever your child is cared for after program hours regardless of the reason for being late.
- A Late Fee Assessment form will be completed, and the payment is due to the community center in the form of a check, credit card, or cash payments payable to M-NCPPC. Please ask for a PARKS DIRECT receipt for late fee payments.

## Safety & Security

- Parents/Guardians or authorized persons must enter the facility to pick up their children.
- A sign-in/out sheet will be posted in a designated place at each site. Parents/Guardians are required to sign their children out each day. Staff may ask for a picture ID of the person picking up the child.
- To protect each child, we will release children only to parents/guardians or authorized

persons listed on the Child Care Authorization Form. Likewise, if there is someone who is not permitted to pick up your child, please discuss this with the staff immediately upon registration.

- A new form should be completed if there are changes to the list of authorized designees.
- Children will not be released to a parent/guardian (or anyone on the authorized pick-up list) who is suspected of being under the influence of drugs and/or alcohol.
- During program operation hours, the staff is responsible for the supervision and safe conduct of the child. Staff cannot be responsible for children who are not currently registered in the program.

## Incident or Injury Reporting

- If a child is injured during the day and medical attention is required, the parent/guardian will be notified to come and pick up the child.
- If the situation is an emergency, the parent/guardian will be asked to meet the staff member and child at a hospital.
- It is the parent's/guardian's responsibility to keep Emergency Card information current and to notify staff of temporary or permanent changes in phone numbers and emergency contact.
- An Incident report will be made by center staff for all injuries, whether serious or minor.
- A copy of the Notification to Parent/Guardian: Injury/Illness/Incident Form will be provided to the parent/guardian.



# Registration, Enrollment & Financial Policies

**MORNING CARE |**  
**KIDS' CARE | KIDS' CLUB**



## Registration and Enrollment

Registration and enrollment openings are limited in number and are available only to Prince George's County residents. Registrations are on a first-come, first-served basis. Previous enrollment does not guarantee placement. There will be a non-refundable \$25 registration fee per child.

## Registration Requirements

Child must be 5 years old by August 31, 2026.

## Documentation Requirements

Children will not be permitted to attend without proper documentation, including a doctor's signature and stamp.

## Tuition

- For your convenience, payments are broken down into ten (10) installment payments of 10% of the total program fee per month per child.
- Installments are due by the 1st (see payment schedules). Payments can be made in the form of cash, check, or credit card. Be sure to get a PARKS DIRECT receipt for all payments.
- There are no financial credits made for absences due to illness or suspensions.

## Late Tuition Payment Fee

- A late payment fee of \$25 per child will be assessed on all scheduled payments not made by the 10th of the previous month.
- If the late payment is not received by the 16th of the month, your child will be removed from the program, and a notice of intent to terminate services will be sent to you.
- Once removed from the program, staff will no longer supervise your child, and their spot will be forfeited.

## Returned Check Fee

There's a penalty of \$35 that will be charged for all checks returned by the bank for insufficient funds.

## Fee Assistance

Fee assistance is available based on income with formal proof of income requirements. Contact any M-NCPPC Community Center or the Special Programs Division for a Fee Assistance Application Form or visit [www.pgpparks.com/activities-events/fee-assistance-scholarships](http://www.pgpparks.com/activities-events/fee-assistance-scholarships).

## MSDE Child Care Scholarship Program

The Child Care Scholarship Program helps Maryland families pay for high-quality childcare and early education programs, reducing childcare costs by providing financial assistance directly to the approved provider while families pay only their assigned co-payment (varies) and any remaining balance not covered by the scholarship.

### Who is Eligible to Apply and Receive Funding?

- Parent or Guardian must be a Maryland resident.
- The resident must be currently employed, in an approved training program, or attending school.
- For two-parent households, both parents living within the same household must meet the eligibility requirements.
- The household must meet the program's income guidelines or receive Temporary Cash Assistance.
- Eligible children must be under age 13, or ages 13–19 with a documented qualifying disability.

### How Does It Work?

- A Parent or Guardian applies for the Child Care Scholarship by creating an account and applying through the Child Care Scholarship Family Portal.
- The Provider receives an alert within their Child Care Provider Portal account and approves the scholarship.

- Once approved, the Provider is reimbursed by the State for the scholarship portion after care begins.
- The Parent or Guardian and Provider are responsible for verifying the participant's attendance bi-weekly to maintain scholarship eligibility and receive funding.

For more information, visit <https://earlychildhood.marylandpublicschools.org/child-care-providers/child-care-scholarship-program>.

## Withdrawal Policy

Withdrawal requests must be submitted in writing, either by email or formal letter. A minimum of two weeks' written notice is required to withdraw a child from the program. All withdrawal requests must include the following:

- ✓ Parent/Guardian's name
  - ✓ Child's name
  - ✓ Contact number
  - ✓ Date of withdrawal
  - ✓ Last day of service
- All refunds are subject to a 20% handling fee. If a refund is requested after the start of the first class, the 20% fee will be applied to the prorated amount.
  - Submission of a written withdrawal notice forfeits your child's space in the program. Should you wish to return, a new application must be submitted.
  - Please note that we cannot guarantee re-enrollment for children who are withdrawn with the intention of returning at a later time. Upon withdrawal, your child may be added to the waiting list.

# Payment Schedules

*2026-2027* MORNING CARE |  
KIDS' CARE | KIDS' CLUB



# Payment Schedule

## MORNING CARE

Month	Monthly Fee	Total Due	Due
June 12th	\$10 Registration	\$10	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$100	\$100	August 1 <sup>st</sup> **
September	\$100	\$100	September 1 <sup>st</sup> **
October	\$100	\$100	October 1 <sup>st</sup> **
November	\$100	\$100	November 1 <sup>st</sup> **
December	\$100	\$100	December 1 <sup>st</sup> **
January	\$100	\$100	January 1 <sup>st</sup> **
February	\$100	\$100	February 1 <sup>st</sup> **
March	\$100	\$100	March 1 <sup>st</sup> **
April	\$100	\$100	April 1 <sup>st</sup> **
May	\$100	\$100	May 1 <sup>st</sup> **

\*\*Late Fee of \$25 Assessed on the 10th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

# Payment Schedule

## KIDS' CARE

Month	Monthly Fee	Total Due	Due
June 12th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$230	\$230	August 1 <sup>st**</sup>
September	\$230	\$230	September 1 <sup>st**</sup>
October	\$230	\$230	October 1 <sup>st**</sup>
November	\$230	\$230	November 1 <sup>st**</sup>
December	\$230	\$230	December 1 <sup>st**</sup>
January	\$230	\$230	January 1 <sup>st**</sup>
February	\$230	\$230	February 1 <sup>st**</sup>
March	\$230	\$230	March 1 <sup>st**</sup>
April	\$230	\$230	April 1 <sup>st**</sup>
May	\$230	\$230	May 1 <sup>st**</sup>

\*\*Late Fee of \$25 Assessed on the 10th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

# Payment Schedule

## KIDS' CLUB

(FAIRLAND, PRINCE GEORGE'S SPORTS AND LEARNING COMPLEX, SOUTHERN AREA AQUATICS & RECREATION COMPLEX (SAARC))

Month	Monthly Fee	Total Due	Due
June 12th	\$25 Registration	\$25	Upon Registration
Month	Monthly Fee	Total Due (Monthly)	Due Date
August	\$360	\$360	August 1 <sup>st**</sup>
September	\$360	\$360	September 1 <sup>st**</sup>
October	\$360	\$360	October 1 <sup>st**</sup>
November	\$360	\$360	November 1 <sup>st**</sup>
December	\$360	\$360	December 1 <sup>st**</sup>
January	\$360	\$360	January 1 <sup>st**</sup>
February	\$360	\$360	February 1 <sup>st**</sup>
March	\$360	\$360	March 1 <sup>st**</sup>
April	\$360	\$360	April 1 <sup>st**</sup>
May	\$360	\$360	May 1 <sup>st**</sup>

\*\*Late Fee of \$25 Assessed on the 10th of each month

Fees are broken into 10 installments with payment due one month in advance. No payment in June.

# Health & Wellness

## *CHILDCARE PROGRAMS*



## Medication

No medication will be distributed without completion of the medication administration authorization form. The form is enclosed in your enrollment packet.

All medications and emergency devices must be self-administered by the participant during program hours. Your child should be able to identify their medication and follow directions for use, including the correct route and dosage. Self-administration means that your child can ingest, inject, or apply their own non-prescription or prescription medication.

The program director or appropriate designee will supervise and document all self-administrations of medication, including emergency medical devices (i.e., inhaler, EpiPen, glucagon, etc.). If your child is unable to administer their own EMERGENCY MEDICAL DEVICE, program staff who have been trained by the Department's Health Supervisor or who are certified in First Aid/CPR will immediately engage in the appropriate EMERGENCY PLAN and administer lifesaving medication.

The Department offers limited health services and does not perform invasive health procedures. Department staff are NOT authorized to perform procedures that must be administered in an intrusive or invasive manner (which includes some lifesaving medications). This may include but may not be limited to medications that require administration via the following methods: intravenously, suppository, syringe, catheterization, and/or suctioning. We understand that some children are unable to attend programs unless health services can be provided during program hours. In such cases, the Program Access team will work with your family to provide options to support your child's participation.

Before receiving non-prescription and prescription medication during childcare program hours, the following must be on file:

- Medication Administration Authorization Form (completed by your physician).
- Medication must be in the original container with your child's name, medication name, dosage, and route.
- Up to a 30-day supply may be kept at the program.
- Medications are given directly to the program director or designee to be stored in a medication lock box.

- The first dose of medication must be given 24 hours prior to coming to the program to ensure that there are no adverse reactions.
- Staff will make every effort to return unused medication after the conclusion of the program or if your child is withdrawn before the end of the program.
- Any medications not picked up will be destroyed in accordance with state law requirements.

## Mental Health

The Department is committed to supporting the health and well-being of your child. Children and adolescents face a variety of pressures alongside normal physical, social, and emotional development. By working together, we can provide meaningful out-of-school experiences that help your child build problem-solving and coping skills to navigate today's challenges.

Staff are trained to recognize warning signs of a mental health crisis that may require immediate attention. In such situations, staff will respond appropriately while respecting your child's confidentiality. If at any time your child's behavior poses a risk to their own health or safety, or to the well-being of other participants, staff, or volunteers, you will be contacted and required to pick up your child immediately.

If you are unable to arrive promptly, your emergency contact will be notified. A parent/guardian conference will be arranged to discuss strategies and supports to ensure your child's successful return to the program.

## Handling Illness & Other Contagious Diseases

### Guidance and Procedures

- Participants and staff must stay home if they are feeling ill.
- A parent/guardian will be contacted if an illness requires more care than the childcare staff can provide without compromising the needs of the other children in the program.
- A parent/guardian will be contacted and required to pick-up their child within one hour.
- If a parent/guardian is unable to pick-up their child, the emergency contact person that is provided on the M-NCPPC Child Care Authorization Form will be contacted to pick-up the child in the parent/guardian's place.

Staff reserve the right to contact a parent/guardian and request that a child be picked up if any of the symptoms listed below occur during program hours.

- Fever at or above 99.5°F
- Vomiting within the last 24 hours
- Persistent diarrhea in conjunction with other symptoms
- Contagious rash or rash of unknown origin
- Persistent cough and/or cold symptoms
- “Pink Eye” (Conjunctivitis) or discharge from the eye
- Symptoms of Mumps, Measles, Chicken Pox, Strep Throat, Flu, Impetigo or Hand, Foot and Mouth Disease, Lice or Mites
- Fatigue, due to illness, that will hinder participation and enjoyment of the program
- Unexplained rashes
- Flu-like symptoms
- Diarrhea

Parents of a child with a diagnosed contagious or infectious condition (strep, measles, mumps, and chicken pox) are asked to notify staff so that they can be alert for symptoms in other children. A primary health care provider’s note is required for readmitting a child back into the program.

## Daily Precautions

- If your child is ill or sick, keep the child at home and monitor their ailments. Sick or ill children in programs will be sent home.
- and visual health screenings will be conducted by staff to gauge symptoms of well-being and/or illness.
- Participants and staff must practice hand hygiene by washing hands under running water or using hand sanitizer when entering the building.

## Communication and Notification

- Parents/guardians are expected to notify the childcare program as soon as possible about absences due to illness or of any possible exposure.
- Parents/guardians will be notified immediately if a child becomes ill, sick, or exhibits

symptoms during program hours. Parents/guardians or designated Emergency Contact will be required to pick up the child within one hour.

- The Childcare program will provide written notification to parents/guardians of all identified confirmed cases of a communicable disease.



